## ENFORCEMENT STAFF INSTRUCTIONS CLEAN HARBORS' PAPERWORK FOR INVOICING PURPOSES ONLY

This information only pertains to the items needed in processing the payment of Clean Harbors invoices.

Supporting documents for an invoice:

- · Call sheet
- Worksheet
- Manifest, if any
- Approved Subcontractor's Paperwork, if any
- Miscellaneous: contracted items affecting the calculation of charges

Please ensure the accuracy of the information. Signing the paperwork means you authorized the items in that paperwork which will be billed to the City. If the items are not in the contract, there will be payment issues.

The following information are needed:

- Signatures on all the supporting documents including approved subcontractor's paperwork.
  - o Manifest (2<sup>nd</sup> or additional pages there is no space for City staff to sign but for invoicing, CH will ask for your signature later on. Pls. sign the additional pages on the side or on top where it can be easily seen.)
- ❖ WORK ORDERS and Council District (CD) No. (pls. see next pages on where to write these: top right space of the worksheet, work order area on call sheet)
  - ✓ EQP Word Orders & CD # (Ask your supervisors for the most current list)
  - ✓ SSPAICID (routine and emergency)
  - ✓ New and special work orders
- Address (same on all documents)
- Date and Time (start, end, break)
- Name of staff, title and hours (start, end, breaks)
- Truck, Supplies and Materials

## Examples:

- o PPEs, if you asked for it, they will note and bill that on the invoice
- o Drums (type, size, quantity)
- Description of work (No pick-up, needs to be specified what else was done)
- Manifest no. needs to be written on the work sheet and call sheet
- Approved Subcontractor needs to be written on the work sheet and call sheet
- Other info that Enforcement needs such as the case no.
- If CH used an approved subcontractor, please sign the subcontractor's paperwork and obtain a copy from them as well.
- > If there are changes or additions by Clean Harbors later on, you will be asked to initial the change/s. If you approve the change/s, please initial and put the date you signed it.
- All officers/inspectors' copies, including approved subcontractors' paperwork (stapled together) should be turned in to Cecille as soon as possible, preferably the same day you returned from the field. Pls. scan a copy for yourself.
  - If we can't find your copy and you already scanned it, kindly print your copy, sign and date and provide us a copy. If you lose your carbon copy, you will be asked to review the vendor's copy, sign and date it.
- Manifest copies should go to Admin's (Fredricka's) inbox.

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## FY 2017-18 ENVIRONMENTAL QUALITY PROGRAM (EQP) WORK ORDER NUMBERS as of 05/14/2018

PROC	FUND NO. WO#			WO# NAME				
		GF	100	SGFALLYP	CSLA ALLEY CLEANUP BY STORMWATER			
		GF	100	SGFCAMPP	CSLA ENCAMP CLEANUP BY STORMWATER			
	Abandoned Waste	GF	100	SGFALLYR	CSLA ALLEY CLEANUP BY SOLIDS			
	Abaticoned waste.	GF	100	SGFCAMPR	CSLA ENCAMP CLEANUP BY SOLIDS			
		GF	100	SGFNO8RR	CSLA NON-BOS RECECPTACLES BY SOLIDS			
CLEAN STREETS LA		GF	100	SGFSUPP1	CSLA ABANDONED WASTE SUPPORT			
	CleanStat	GF	100	SGESTATE	CSLA CLEANSTAT BY SOLIDS			
	Ciculatus	GF	100	SGF\$TRRR	CSIA RECEPTACUES ASSESS SOUDS			
		GF	100	SGFRECPR	CSLA RECEPTACLES BY SOLIDS			
	Street Receptable	GF	100	SGFBIGBR	CSLA BIG BELLY BY SOLIDS			
		GF	100	SGFTOYSR	CSLA TOY DISTRICT BY SOLIDS			
	Skid Row	GF	100	SGFSKIDP	OHS SKID ROW ENCAMP BY STORMWATER			
		GF	100	SGFSKIDR	OHS SKID ROW CLEANUP BY SOLIDS			
	Skid itom	GF	100	SGFSKRRR	OHS SKID ROW RECEPTACLES BY SOLIDS			
OPERATION HEALTH		GF	100	SGFSUPP4	OHS SUPPORT			
STREETS	Venice	GF	100	SGEVENCE	ohs venice encamp by stormwater			
		GF	100	SGPVENCR	ohs venice encamp gleanup by souds			
		GF	100	SGFVENRR	OHS VENICE RECEPTACIES BY SOLIDS			
		GF	100	SGFSUPP4	OHS SUPPORT			
NIGHE DIGHT OF WAY		GF	100	SGFHOPEP	HOPE TEAMS BY STORMWATER			
PUBLIC RIGHT OF WAY (HOPE)	HOPE	GF	100	SGFHOPER	HOPE TEAMS BY SOLIDS			
` .		GF .	100	SGESUPP6	HOPE TRAMS SUPPORT			

<sup>\*</sup>All Special Fund WOffs have been closed. Please do not continue charging to them.

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GF 100 SGFC0125 CD 12 ENHANCED DEDICATED SERVICES	

<sup>\*\*</sup>These WOHs should only be used for Council District specific work.

SKID ROW PERSONAL HYGIENE STATION	Trash Compactor for Skid Row Personal Hygiene Station	GF	100	SGFSRPHS	SKID ROW PERSONAL HYGIENE STATION

LAWA MANCHESTER	LAWA Manchester	SWRRF 508 SRMANPRO LAWA MANCHESTER SQUARE BY SOLIDS
SQUARE	Square Project	SPA 511 SSPACSLA LAWA MANCHESTER SQUARE BY STORMWATER
<u> </u>		

## HUMAN RESOURCES DEVELOPMENT DIVISION

Mail to: HRDD Safety Section, Stop 535-Hyperion Treatment Plant, 12000 Vista Del Mar, Play Del Rey, 90293 81/2/9 DIVISION 7 10 303 UPD 200 7743 Web-Based/Online Pay Per Length PPZ Date INITIALS 0 ξ 0700 to 0800 Band room TYPE THE FULL NAME AS IT APPEARS ON THEIR PAYCHECKS Video/DVD 20016 hishan びなり LAST NAME, FIRST NAME, M.I. TAILGATE ATTENDANCE ROSTER Beg / End Time CD-ROM KHandout profero Course Code Room No **ป**ัตกต 5 2 4 4 808 38 37 88 88 40 3333 33 White Coption DIVISION WPD 3 GAN) 3 WI Instr Code N/4 Site / Loc WYC Audio Tape Book class Title Clear Howlasts Paperworte Instructor Word Cabriel Print or type in space below 26 チチ RE Additional training/ tailgate documents attached ひころらる。 LAST NAME, FIRST NAME, M.I. DOE, JONATHAN A. SCINCHPL Alternative Delivery Method (X): Ste ottach mants Additional Class Comments: HOUSE 15,000 AR KMBULD Supervisor WOAA 8 1 mg Joraham an יוסע גסטי Posales Defan dro/x なられる ന

REVISED 6/2005